

REPORT SUBMITTAL GUIDANCE: FINAL SCIENTIFIC/TECHNICAL REPORT

1. When is the Final Scientific/Technical Report due?

A. The final technical report is due **90 calendar days** after the project period completion date. For example, if the project completion date is July 31, 2002, the final report is due not later than October 29, 2002. The final report due date is set by federal regulations and awardees will be delinquent if the report is not submitted by that due date.

2. Who gets a copy of my final scientific/technical report?

A. Submit your final scientific/technical report to the Report Addressees listed in the Reporting Checklist. At a minimum, this list includes OSTI, psdrept@id.doe.gov, and your project manager.

3. How do I submit my report to OSTI?

A. Submit the final technical report to OSTI via OSTI's "DOE Energy Link (E-Link)" web site at <http://www.osti.gov/mlink>. If you have questions about E-Link, submit them to the E-Link coordinator identified on the E-Link web site.

Note: Final non-technical reports are not sent to OSTI; they should be sent to the addressees identified in the award.

4. What electronic format should I use to submit the report?

A. The only acceptable electronic format for submission to the Office of Scientific & Technical Information (OSTI) is Adobe Portable Document Format (PDF). If you cannot meet this requirement, please notify your contract specialist via psdrept@id.doe.gov for additional instructions.

Reports must be one integrated PDF file that contains all text, tables, diagrams, photographs, schematic, graphs, and charts. E-Link can provide more details about converting a file to PDF. Materials, such as prints, videos, and books, that are essential to the report but cannot be submitted electronically, should be sent to the Contracting Officer at the address listed in Block 12 of the Notice of Financial Assistance Award.

5. What other forms must be submitted with my final scientific/technical report?

A. The final technical report **must** be accompanied by DOE Form 241.3, *Announcement of Department of Energy (DOE) Non-M&O/M&I Scientific and Technical Information (STI)*. Submit the form to OSTI via OSTI's "DOE Energy Link (E-Link)" web site at <http://www.osti.gov/mlink-2413>.

If there is any patentable material or protected data in the report, the awardee must, consistent with the data protection provisions of the award, clearly identify patentable or protected data on each page of the report, identify such material on the cover of the report, and mark the appropriate block in Section K of the DOE F 241.3. Other than patentable material or protected data, reports must not contain any proprietary data (limited rights data), classified information, information subject to export control classification, or other information

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not subject to release. Protected data is specific technical data, first produced in the performance of the award, which is protected from public release for a period of time by the terms of the award agreement.

Software. Each software deliverable and its manual must be accompanied by a completed DOE Form 241.4 "Announcement of U.S. Department of Energy Computer Software." The form and instructions are available on E-Link.

6. What statements must accompany my final scientific/technical report?

A. You are responsible for assuring that an acknowledgment of support and a disclaimer are included on any publication based on or developed under this project.

1. Acknowledgment: Include the following or a similar acknowledgment of support: "This material is based upon work supported by the U S. Department of Energy under Award No. (DOE award number)."

2. Disclaimer: Every publication of material based on or developed under this award, except scientific articles or papers appearing in scientific, technical or professional journals, must contain the following disclaimer:

"Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of Energy."

7. What shouldn't be included in my final scientific/technical report?

A. Company names, logos, and similar material should not appear on the internal text pages of the final report.

8. What other information must the final scientific/technical report contain?

A. DOE Order 241.1, *Scientific and Technical Information Management*, and DOE Guide 241.1-1, *Guide to the Management of Scientific and Technical Information*, provide suggested formats for scientific/technical reports. Final scientific/technical reports must:

1. Identify the DOE award number; name of awardee; project title; name of project director/principal investigator, and consortium/teaming members;
2. Display prominently on the cover of the report any authorized distribution limitation notices, such as patentable material or protected data. Reports delivered without such notices may be deemed to have been furnished with unlimited rights, and the Government assumes no liability for the disclosure, use or reproduction of such reports;
3. Provide an executive summary, which includes a discussion of 1) how the research adds to the understanding of the area investigated; 2) the technical effectiveness and economic feasibility of the methods or techniques investigated or demonstrated; or 3) how the project is otherwise of benefit to the public. The discussion should be a minimum of one paragraph and written in terms understandable by an educated layman;

4. Provide a comparison of the actual accomplishments with the goals and objectives of the project;
5. Summarize project activities for the entire period of funding, including original hypotheses, approaches used, problems encountered and departure from planned methodology, and an assessment of their impact on the project results. Include, where applicable, facts, figures, analyses, and assumptions used during the life of the project to support the conclusions; and
6. Identify products developed under the award and technology transfer activities, such as:
 - a. Journal publications (list journal name, volume, issue); conference papers; or other public releases of results. If not provided previously, attach or send copies of any public releases to the DOE Project Officer;
 - b. Web site or other Internet sites that reflect the results of this project;
 - c. Other products (e.g., software, data bases, inventions); and
 - d. Patent applications, licensing agreements.
7. For projects involving computer modeling, provide the following information with the final report:
 - a. Model description, key assumptions, version, source and intended use;
 - b. Performance criteria for the model related to the intended use;
 - c. Test results to demonstrate the model performance criteria were met (e.g., code verification/validation, sensitivity analyses, history matching with lab or field data, as appropriate);
 - d. Theory behind the model, expressed in non-mathematical terms;
 - e. Mathematics to be used, including formulas and calculation methods;
 - f. Whether or not the theory and mathematical algorithms were peer reviewed, and, if so, include a summary of theoretical strengths and weaknesses;
 - g. Hardware requirements; and
 - h. Documentation (e.g., users guide, model code).